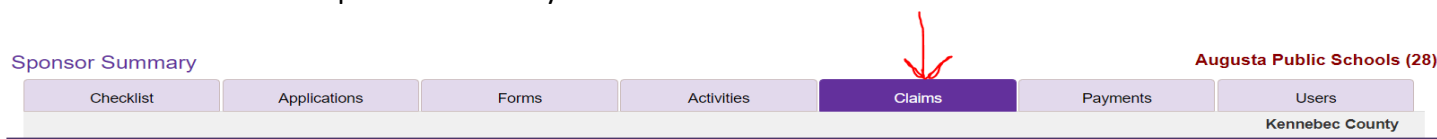


Procedures for Reporting Fresh Fruit and Vegetable Program (FFVP) Expenses on the Site Claim

Getting Started:

- Log into CNPWeb: <https://me.cnpus.com/cnp/Login>
- Select Program Year

1. Go to the Sponsor Summary screen- Claims Tab



2. Follow instructions for how to complete a Site Claim, found on the Sponsor and Site Claims Reference Guide
 - Complete the sections of the Site Claim as applicable
3. Go to the **“Fresh Fruit and Vegetables”** section of the site claim (Q14- 23)
4. Report **Operating Costs** for the month (see image below)
 - **Q14: Food**- report fresh fruit and vegetable, and condiments, if applicable.
 - **Q15: Labor**- report labor to prepare, serve and clean up the FFVP
 - **Q16: Other**- report other costs such as nonfood items (i.e. supplies and paper goods). **Report approved large equipment purchases of \$5,000 or less here.**

Fresh Fruit and Vegetables	
Operating Costs	Amount
14. Food	<input type="text" value="3,130.16"/>
15. Labor	<input type="text" value="904.73"/>
16. Other	<input type="text" value="80.00"/>
17. Total Operating	4,114.89

5. Report **Administrative Costs** for the month (see image below)

- **Q18: Equipment**- report approved large equipment purchases of \$5,000 or more
- **Q19: Labor**- report labor to order product, prepare the claim, etc.
- **Q20: Other**- report other costs such as mileage, postage, etc.

Note: Administrative costs are limited to 10% of the total FFVP amount for each school. If the 10% limit is exceeded, you will get an error message.

Administrative Costs		Amount
18.	Equipment	<input type="text" value="0.00"/>
19.	Labor	<input type="text" value="0.00"/>
20.	Other	<input type="text" value="0.00"/>
21.	Total Administrative	0.00
22.	Total Claim Amount	4,114.89

6. List the **Products Purchased** for the month. This section must be completed in order for the Site Claim to go through.

Note: If this section is not completed, you will receive an error message.

23.	Products Purchased
<input type="text" value="blueberries, nectarines, parsnips, moon drop grapes, mangos, zuchinni, snap peas, grapefruit, red peppers, lemon, lime, strawberries, cucumbers, green beans"/>	

7. After data has been entered, select 'Save'. If Errors occur, resolve, and Save again.